


How to Request Access to a Course

1. Login to the Virginia Learning Center (VLC) at <https://covlc.virginia.gov>

Use your existing login ID/password.

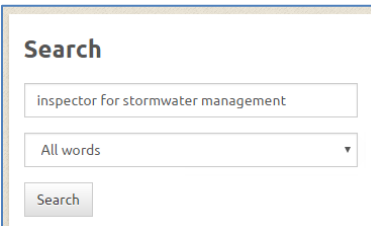


The image shows the COVLC login page. At the top is the COVLC logo and the text "Enter your login information below." Below this are two input fields: "Login ID" and "Password". A blue "Log In" button is positioned below the password field. At the bottom of the login area, there is a link that says "Forgot your login ID or password?".

Use forgot login ID or password links as needed

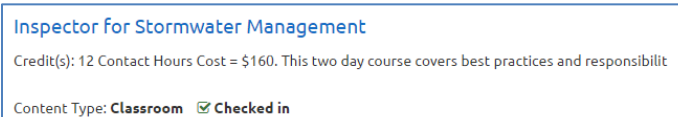
2. Search for a course, and Request Access

Enter search terms in the Search box. Change "Any words" to "All words", click Search.



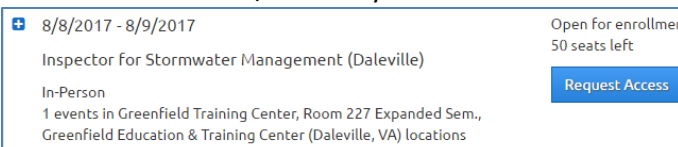
The image shows a search box with the title "Search". Inside the box, the text "inspector for stormwater management" is entered into the search field. Below the search field is a dropdown menu currently set to "All words". A "Search" button is located at the bottom left of the search box.

Click on the course name



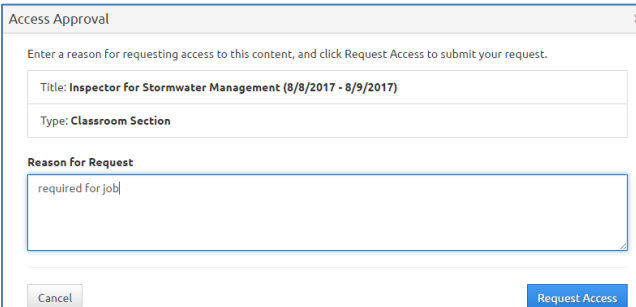
The image shows the details for the course "Inspector for Stormwater Management". The course name is highlighted in blue. Below the name, it says "Credit(s): 12 Contact Hours Cost = \$160. This two day course covers best practices and responsibility". At the bottom, it indicates "Content Type: Classroom" with a checked box and the text "Checked in".

Scroll to find the date/location you want to enroll in and click "Request Access"



The image shows enrollment options for the course. It lists the dates "8/8/2017 - 8/9/2017" and the location "Inspector for Stormwater Management (Daleville)". It also states "Open for enrollment 50 seats left". A blue "Request Access" button is visible. Below the location, it says "In-Person" and "1 events in Greenfield Training Center, Room 227 Expanded Sem., Greenfield Education & Training Center (Daleville, VA) locations".

A new window opens, enter a reason and click "Request Access" (wait).

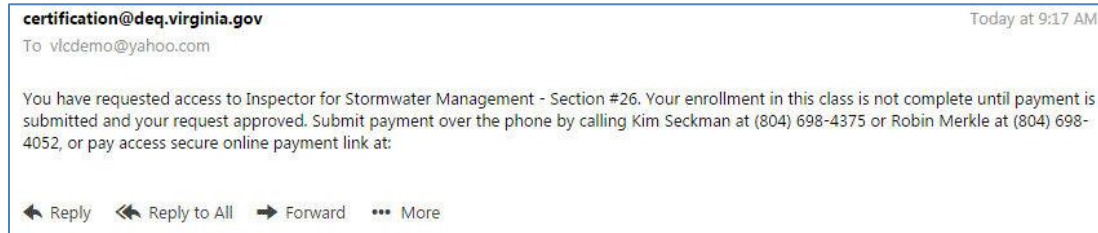


The image shows an "Access Approval" window. It prompts the user to "Enter a reason for requesting access to this content, and click Request Access to submit your request." Below this are two input fields: "Title: Inspector for Stormwater Management (8/8/2017 - 8/9/2017)" and "Type: Classroom Section". A larger text area labeled "Reason for Request" contains the text "required for job". At the bottom, there are "Cancel" and "Request Access" buttons.

A message is displayed that your request for access was submitted

✔ Your request for access approval was submitted. You will receive an email indicating whether your request is approved or denied. You will automatically have access to the content if your request is approved.

Payment instructions are emailed to you.



3. Submit Payment (online or by phone)

- Copy and paste the link provided in the email (*it has been removed in the picture above*).
- Please do not submit payment for anyone who has not requested access to a course.
- After payment is made, your course Access Request will be approved the next business day, and you will receive another email.

Detailed confirmations are sent to all participants on Thursday before the course starts.

Email certification@deq.virginia.gov if you need assistance.